

Create Your Future Career

www.rmit.edu.au/students/yourfuturecareer

Quick Tips

Employability Skills

Employability skills can be defined as a range of abilities or competencies that you may develop during your life through your education, training, work experience, interests and extra-curricular activities. They are sometimes referred to as generic skills, life skills, core skills, essential employment skills, key competencies or transferable skills.

Combined with your discipline-specific skills, employability skills are essential in every workplace and highly valued by employers. These employability skills can be grouped into the eight main categories listed below with examples of key strengths that can transfer to a variety of work or life situations.

Identifying your employability skills

Do an audit on your own skills for the purpose of writing effective job application letters, drafting a resume or preparing for a job interview. Consider the personal attributes and employability skills listed below when reviewing your own skills. Try to identify specific examples that demonstrate your skills.

Personal attributes most sought by employers

Loyalty, commitment, honesty and integrity, enthusiasm, reliability, personal presentation, common sense, positive self esteem, a sense of humour, a balanced attitude to work and home life, an ability to deal with pressure, motivation and adaptability.

Communication

- listening and understanding
- speaking clearly and directly
- writing to the needs of the audience
- negotiating responsively

- reading independently
- empathising
- speaking and writing in languages other than English
- using numeracy to convey information
- understanding the needs of internal and external customers
- persuading effectively
- establishing and using networks
- being assertive
- sharing information.

Teamwork

- working across different ages and irrespective of gender, race, religion or political persuasion
- working as an individual and as a member of a team
- knowing how to define a role as part of the team
- applying team work to a range of situations e.g. futures planning, crisis problem solving
- identifying the strengths and weaknesses of the team members
- coaching and mentoring skills including giving feedback.

Problem solving

- developing creative, innovative solutions
- developing practical solutions
- showing independence and initiative in identifying problems and solving them
- solving problems in teams
- applying a range of strategies to problem solving
- using mathematics including budgeting and financial management to solve problems
- applying problem solving strategies across a range of areas
- testing assumptions taking the context of data and circumstances into account
- resolving customer concerns in relation to complex projects.

Self management

- having a personal vision and goals
- evaluating and monitoring own performance
- having knowledge and confidence in own ideas and visions
- articulating own ideas and visions
- taking responsibility.

Planning and organising

- managing time and priorities—setting time lines, coordinating tasks for self and with others
- being resourceful
- taking initiative and making decisions
- adapting resource allocations to cope with contingencies
- establishing clear project goals and deliverables
- allocating people and other resources to tasks
- planning the use of resources including time management
- participates in continuous improvement and planning processes
- developing a vision and a proactive plan to accompany it
- predicting—weighing up risk, evaluate alternatives and apply evaluation criteria
- collecting, analysing and organising information
- understanding basic business systems and their relationships.

Technology

- having a range of basic IT skills
- applying IT as a management tool
- using IT to organise data
- being willing to learn new IT skills
- having the OHS knowledge to apply technology
- having the physical capacity to apply technology e.g. manual dexterity.

Learning

- managing own learning
- contributing to the learning community at the workplace
- using a range of mediums to learn—mentoring, peer support and networking, IT, courses
- applying learning to ‘technical’ issues e.g. learning about products and ‘people’ issues e.g. interpersonal and cultural aspects of work
- having enthusiasm for ongoing learning
- being willing to learn in any setting—on and off the job
- being open to new ideas and techniques
- being prepared to invest time and effort in learning new skills
- acknowledging the need to learn in order to accommodate change.

Initiative and enterprise

- adapting to new situations
- developing a strategic, creative, long term vision
- being creative
- identifying opportunities not obvious to others
- translating ideas into action
- generating a range of options
- initiating innovative solutions.

Further information

RMIT students can visit the **Careers toolkit** website for more tips, a global job search engine, videos and other careers information.

www.rmit.edu.au/careers/toolkit